

## Instructor Approval Application

(WAC 308-124H-520 & 540)

FOR VALIDATION ONLY

**Please check one below (fees are non-refundable):**

- Fee:** ☐ **\$75.00** For two-year period teaching topics designated on this application  
☐ **\$50.00** For teaching one specific course offered one time  
☐ **\$25.00** For the addition of a topic to those previously approved for this applicant

**Please check one below and enter ID# if you mark Renewal:**

- ☐ **Original Approval** ☐ **Renewal\*** — Instructor ID# \_\_\_\_\_

**Make remittance payable to State Treasurer.  
Send this application with your remittance to:**  
**Department of Licensing**  
**PO Box 9048**  
**Olympia, WA 98507-9048**

### Applicant Information

NAME			
ADDRESS (Street, PO Box, Suite #)			
CITY		STATE	ZIP CODE
TELEPHONE NO.	FAX NO.	E-MAIL ADDRESS	

### Qualification Information – Applicant must meet one of the following

Qualification	Yes	No	Documentation Required
•150 classroom hours as an instructor within two years preceding application in courses acceptable to the director			Second party verification
•Possession of the professional designation "DREI" awarded by the Real Estate Education Association (REEA)			Copy of certificate or letter of award
•Successful completion of an instructor training course approved by the director upon recommendation of the commission AND 2 years full-time experience in real estate or a related field within 5 years preceding this application			Completion certificate AND second party verification of experience
•A bachelor or advanced degree in education and either 2 years teaching experience, or 2 years experience in real estate or a related field within the last 5 years			Copy of degree or transcript AND second party verification of experience
•A current teaching certificate issued by an authorized governmental agency. The instruction must have been in a field allied to that which the instructor has applied to teach			Copy of certificate
•At least 90 clock hours as an instructor in real estate within 2 years preceding this application			School administrator's letter documenting length of time employed and hours taught
•Ninety hours as an instructor at an institution of higher learning within two years preceding the application. Instruction must have been in a field allied to that which the instructor has applied to teach			School administrator's letter documenting this in detail
•Selection by national or state organization whose selection criteria have been approved by the director			Organization's approval (and criteria, if available)

### Qualification in Demonstrating Competency

#### Guidelines for demonstrating competency in the topic area

In accordance with WAC 308-124H-540, each instructor shall demonstrate competency based on the following guidelines established by the commission in the subject matter/topic that he/she proposes to teach. Applicants must qualify under all requisite aspects of at least one of the criteria acceptable as competency in the subject matter/topic.

Proof of designation, certification, degree, license, or class attendance and/or second party verification of experience shall be submitted when applicable. In addition, the applicant for instructor approval must submit a letter describing how she/he keeps current with changes in the field or describing his/her experience in original course development and research in the topic.

#### Indicate with a checkmark the specific criteria under which you qualify to teach in any of the following topics

- ☐ **RE Fundamentals;** ☐ **RE Practices;** ☐ **Principles & Essentials;** ☐ **RE Sales & Marketing;** ☐ **Ethics & Standards of Practice**
- \_\_\_\_ 1. 3 years actively licensed as a salesperson or broker AND an active real estate license  
 \_\_\_\_ 2. 3 years active licensure within the 5 years preceding the date of the application  
 \_\_\_\_ 3. 5 years as defined in WAC 308-124A-420  
 \_\_\_\_ 4. 2 years (as noted in either 1 or 2 above) **and** a degree in education or a degree related to topic

\* If there are no changes in the original Instructor Approval Application for a previously approved instructor, the instructor will be approved upon receipt of the renewal Instructor Approval Application and payment of the required fee

☐ **Brokerage Management**

- \_\_\_ 1. 3 years as an active managing broker or managing associate broker (DB, IB, Branch Manager) **and** an active broker's, associate broker's, or branch manager's license.
- \_\_\_ 2. 3 years as an active managing broker or managing associate broker (DB, IB, Branch Manager) **and** 3 years active licensure as a broker, associate broker, or branch manager within the 5 years preceding the date of the application.
- \_\_\_ 3. 5 years actively licensed as a broker or associate broker **and** an active broker's or associate broker's license with **CRB** designation or equivalent.
- \_\_\_ 4. 5 years active licensure as a broker or associate broker within the 7 years preceding the date of the application **and** a **CRB** designation or equivalent.

☐ **Business Management**

- \_\_\_ 1. 3 years of business experience.
- \_\_\_ 2. Business or related degree.

☐ **Property Management and Leasing;** ☐ **Commercial**

- \_\_\_ 1. Designation by recognized national trade association, such as "CRE", "SIOR", "CCIM", "CPM", "RPA", "MAI".
- \_\_\_ 2. 3 years experience directly related to topic **and** an active or inactive broker's or associate broker's license.
- \_\_\_ 3. 2 years experience directly related to topic **and** a Bachelor's or higher degree in education or real estate.
- \_\_\_ 4. 5 years of active real estate licensure in commercial practice within the 7 years preceding the date of the application **and** an active real estate license.

☐ **Taxation**

- \_\_\_ 1. CPA or tax attorney.
- \_\_\_ 2. Degree in Accounting.
- \_\_\_ 3. 5 years experience directly related to the topic.

☐ **Real Estate Appraisal;** ☐ **Evaluating Real Estate & Business Opportunities**

- \_\_\_ 1. Designation by recognized trade association, such as "MAI" or "CCIM".
- \_\_\_ 2. 3 years experience as a certified or licensed real estate appraiser and an active appraiser's certification or license.
- \_\_\_ 3. 2 years experience actively licensed as a broker or associate broker **and** a degree in education or a degree related to topic.
- \_\_\_ 4. 3 years of certification or licensure as a real estate appraiser within the 5 years preceding the date of the application.

☐ **Real Estate Law;** ☐ **Legal Aspects** (*Agency, Disclosure, etc.*)

- \_\_\_ 1. 1 year as a practicing RE attorney **and** a degree in Law.
- \_\_\_ 2. 5 years actively licensed as a broker or associate broker and an active or inactive broker's or associate broker's license.
- \_\_\_ 3. 5 years of licensure as a broker within the 7 years preceding the date of the application.

☐ **Real Estate Finance**

- \_\_\_ 1. 3 years experience directly related to topic.
- \_\_\_ 2. Bachelor's or higher degree related to topic.

☐ **Hazardous Waste, Environmental Issues**

- \_\_\_ 1. Bachelor's or higher degree related to topic.
- \_\_\_ 2. 3 years experience directly related to topic.

☐ **Instructor Development Workshop**

- \_\_\_ 1. Degree in Education.
- \_\_\_ 2. "DREI" designation.
- \_\_\_ 3. 10 semester or 15 quarter credits college level instruction in teaching adult education.
- \_\_\_ 4. 600 hours of classroom instruction within the last three years **and** current vocational education certificate.
- \_\_\_ 5. 600 hours of classroom instruction within the last three years **and** a **minimum of 15** clock hour course in "Train the Trainer" or ITI certification (non-basic IDW) or equivalent.

☐ **Real Estate Closing Practices**

- \_\_\_ 1. 3 years experience directly related to topic, such as licensed escrow officer, LPO, real estate attorney, title insurance company representative, or licensed real estate broker.

☐ **Construction and Land Development**

- \_\_\_ 1. 5 years experience as General Contractor/Project Manager in construction or land development projects.
- \_\_\_ 2. Bachelor's or higher degree related to topic.

☐ **Current Trends and Issues**

- \_\_\_ 1. 3 years experience directly related to topic.

☐ **Computers and/or Other Real Estate Technologies**

- \_\_\_ 1. 3 years experience directly related to topic.

## Additional Information

Please answer the following questions either "yes" or "no". If any answer is "yes", please include a letter of explanation with this application.

1. Have you been convicted of a crime within the last ten years? \_\_\_\_\_
2. Has disciplinary action been taken against any professional license issued to you in this state, or in any other jurisdiction? \_\_\_\_\_ Type of license \_\_\_\_\_

**Please include the following attachments with your application if you checked the box for "Original Approval":**

- A cover letter stating why you feel qualified to teach the chosen topics;
- All documentation supporting your qualifications as an instructor;
- A current résumé;
- A letter of explanation for any "yes" answers to the above questions;
- The appropriate fee (check made payable to Washington State Treasurer).

**All Information and requested materials must be provided or we will return your application.**

## Applicant's Signature

I declare under penalty of perjury that my answers and all information provided by me herein are true and correct.

**X** \_\_\_\_\_  
Applicant's Signature

Date \_\_\_\_\_

## Instructions for Completing the Instructor Approval Application

Check the appropriate box for Original Approval or Renewal. You may only check the Renewal box if there are no changes in the application content or in the original instructor approval application for your previous instructor approval. If you check the Renewal box, please enter the ID number that was issued with your previous approval and you will only need to submit this application and the required fee. You are not required to submit any additional documentation. If you check the Original box, be prepared to provide all requested documentation as referenced in the instructions below to avoid any delays in the processing of your instructor approval.

### Applicant Information

1. Name: Your name as you wish it to appear on the approval certificate.
2. Address: Contact address for mailing approval certificate and any future correspondence.
3. Other requested information: Self-explanatory.

### Qualification Information

This section should be fairly easy to navigate with the following helpful hints:

1. Courses acceptable to the director refer to courses which have already been approved for real estate continuing education clock hour credit.
2. Instructor training course approved by the director refers to the 15 -clock hour Instructor Development Workshop course.
3. A current teaching certificate issued by an authorized governmental agency may also refer to a current instructor approval certificate.

### Guidelines for Demonstrating Competency in the Topic Area

Please review this section and familiarize yourself with the content before completing. You will be making some critical choices.

1. Check the box for the topic area(s) you are applying to teach.
2. Applicants must qualify under all the aspects of at least one of the criteria listed under the subject/topic area. Please indicate which criteria you qualify under with a check mark in the blank beside its number.
3. Submit proof of designation, certification, degree, license, or class attendance and/or second party verification of experience as appropriate.
4. Submit a cover letter describing how you keep current with changes in the field, your experience and training, if applicable, or a letter describing your experience in original course development and research in the topic(s).

Please devote at least one paragraph to each topic for which you have applied.

### Additional Information

Please answer the questions either “yes” or “no”. If any answer is yes, please include a letter of explanation with this application. This is to be a letter in your own words.

### What to Include With This Application

1. If this is a renewal, all you need to submit is a completed application and the appropriate fee.
  - a. \$75.00 for a two-year period teaching topics designated on this application;
  - b. \$50.00 for teaching one specific course offered one time;
  - c. \$25.00 for the addition of a topic to those previously approved for this applicant.
2. If you checked the box for original approval, please include the following attachments with your application and fee:
  - A cover letter stating why you feel qualified to teach the chosen topics;
  - All documentation supporting your qualifications as an instructor;
  - A current résumé;
  - A letter of explanation for any “yes” answers to the questions in the Additional Information section;
  - A check for the appropriate fee (*non-refundable*), made payable to Washington State Treasurer.
3. Send application and fee(s) to: Department of Licensing, P. O. Box 9048, Olympia, WA 98507-9048.

### INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED

*Completed applications are processed within 45 days of our receipt*

**Upon filing, this application becomes a public record and is subject to public disclosure provisions pursuant to RCW 42.56**